

DOE Budget Results Council (BRC) Training Survey

Please name a point of contact who is familiar with your financial management training materials and needs:

Financial Training Point of Contact:

NAME: Betsy O'Connor

PHONE: (630) 252-6888

SITE: Argonne National Laboratory

FAX: (630) 252-6397

E-Mail: eoconnor@anl.gov

1. Please list any budget/accounting/finance training materials and/or courses that you have developed and used in the last three to five years.

Title

Format (manual, cd-rom, etc.)

Training courses have been developed to train internal Accounts Payable employees on the Accounts Payable system.

Training is in process currently for the use of our new electronic timecard system.

“Implementing a Project at Argonne” is a training session developed by Human Resources. This session is for engineers and project managers and includes people from all areas of the Laboratory, including Accounting, Plant Facilities, and Procurement. The session walks the attendees through the steps required to successfully implement a project, from ordering materials to reviewing the internal financial statements.

All training sessions are manual.

2. What budget/finance/accounting training do you feel are your biggest needs?

I think the financial user community could use more training on the use of the financial information available in electronic form – monthly Microsoft Access databases of reports and information and also web reports.

3. Have you used any outside sources for financial training? If so, please list any financial management training courses (budgeting, accounting, etc.) you would recommend to others in the DOE financial community. (Also include any non-finance classes that you found to be very good!)

No outside training source have been used.

Course Title:

Vendor

RETURN COMPLETED SURVEY by February 7, 2001 TO:

Tom Foley

e-mail: thomas.foley@ch.doe.gov

Fax: (630) 252-9691

Address: Tom Foley
Budget Director
DOE Chicago Operations Office
9800 S. Cass Avenue
Argonne, IL 60439